

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 2096, CUTTACK, FRIDAY, NOVEMBER 9, 2012/ KARTIKA 18, 1934

REVENUE & DISASTER MANAGEMENT DEPARTMENT

NOTIFICATION

The 3rd November, 2012

No.48254/R&DM.— In exercise of the powers conferred by Section 27 of the Odisha Special Survey and Settlement Act, 2012 (Odisha Act 5 of 2012) the State Government do hereby make the following rules, namely:—

CHAPTER-I

PRELIMINARY

1. Short title and commencement:— (1) These rules may be called the Odisha Special Survey and Settlement Rules, 2012.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions:— (1) In these rules unless the context otherwise requires, —

(a) “Act” means the Odisha Special Survey and Settlement Act, 2012;

(b) “Form” means a form appended to these rules;

(c) “Section” means a section of the Act; and

(d) “Tahasildar” means the Chief Officer-*in-charge* of revenue administration of a Tahasil and includes an Additional Tahasildar and any other Officer whom the Board of Revenue may appoint to discharge any of the functions of Tahasildar under these rules in any area specified in that behalf.

(2) Words and expressions used in these rules but not defined therein shall have the same meaning as are respectively assigned to them in the Act.

3. Notice and mode of their service:— (1) All notices required under the Act or these rules shall be in writing.

(2) Where no other specific mode of service of notice is provided in the Act or by these rules, service shall be effected in the manner prescribed for the service of summons on a defendant under the Code of Civil Procedure, 1908, if the notice is addressed to only one person. If it is addressed to a number of persons or to persons in general, it shall be served in the manner prescribed for the service of summons on a defendant under the Code of Civil Procedure, 1908 or by proclamation and beat of drum or by posting it, in the presence of not less than two persons in some conspicuous place in the village.

(3) In the case of an uninhabited village, the service of any general notice shall be by proclamation and beat of drum and by posting it, in the presence of not less than two persons in some conspicuous place in the nearest inhabited village.

CHAPTER-II

NOTIFICATION AND PROCLAMATION

4. Notification:—(1) The Government shall by notification published in the Gazette express its intention to conduct special survey and settlement in any part or the whole of the State.

(2) The copies of the notification under sub-rule (1) shall be forwarded to different offices of the Central and State Governments to enable them to put their claims and objections, if any, with respect to the entries during the special survey and settlement operation so that record of rights of lands held or owned by them, are correctly prepared.

5. Proclamation:— (1) Immediately after the publication of intention under sub-rule (1) of Rule 4, the Tahasildar concerned shall publish a proclamation in Form 1 addressed to the land owners and persons having any interest in lands of the area under special survey and settlement directing them to demarcate their lands for the purpose of pointing out boundary marks of the parcels of land.

(2) After the publication of proclamation under sub-rule (1), the Tahasildar or any other officer or employee, acting under his authority shall have power to enter upon the lands under special survey and settlement, to examine and measure such lands as he deems fit and may clear the lands by cutting down or removing any trees, fences, standing crops or other obstructions, as may be necessary, for the purpose of survey and no claim or compensation as to cost can be claimed for such action.

CHAPTER III

SELF DECLARATION

6. Self declaration by the land owner and its verification:— (1) After the publication of notification under sub-rule (1) of Rule 4, the land owners may submit, in duplicate, a self declaration of lands owned or held by them in Form 2 and one copy of the self declaration shall be handed over to the person concerned after initialing and putting date and serial number by the receiving officer/employee in token of acknowledgment of the same.

(2) The self declaration shall be submitted within thirty working days from the date of publication of the notification under sub-rule (1) of Rule 4 and in special circumstance the period may be extended by fifteen additional working days.

(3) The self declaration may be submitted before the Tahasildar of the concerned Tahasil office.

(4) The Tahasildar shall verify the details of self declaration on the basis of revenue records such as the last record of rights (continuous khatian), tenants' ledger (Register II) or any such records maintained and available at his level.

(5) The maximum period for verification of self declaration shall be fifteen working days from the date of the receipt of the self declaration.

(6) After the verification of the self declaration, the Tahasildar shall prepare the verification certificate in Form 3.

(7) Any self declaration which could not be verified by the Tahasildar due to non availability of the relevant records or due to dispute, shall be kept and maintained in a separate register giving reasons in brief for non-verification in Form 4.

CHAPTER IV

SURVEY

7. Survey by modern technology:— (1) The plot wise survey of a revenue village shall be carried out by preparation of map through modern technology inclusive of base mapping, demarcation of plots and ground-truthing.

(2) The revenue map shall be prepared on different scales, keeping in view the density of plots, incorporating the technical details, headings and any other relevant details pertaining to the map so that any land or parcel of land and its boundary may be clearly shown and measured.

(3) The map, so prepared, shall be made available to the Tahasildar for its verification. The Amin shall verify cent percent of the plots of the map and the Revenue Inspector, Revenue Supervisor, Tahasildar and Sub-Collector shall randomly check 25%, 10%, 2% and 1% of the plots respectively.

(4) The verification of the map shall be carried out by comparing it with the map of the last survey as well as by spot verification of the areas and boundaries of the existing plots.

(5) The verification of the map of a revenue village shall be completed within a period not exceeding thirty working days from the date of the receipt of the map.

(6) The map, so prepared, after necessary correction shall remain displayed on the notice boards of the office of the Gram Panchayat of the concerned revenue village as well as in the Tahasil office for the general public.

CHAPTER V

PREPARATION OF PRELIMINARY RECORD OF RIGHTS

8. Constitution of team of persons:— (1) In every revenue village concerned a team of persons shall be constituted by the Sub-Collector of the area comprising the following,—

- (i) an officer or employee of the Tahasil office concerned; and
- (ii) any other designated officer or employee as the Sub-Collector may appoint.

(2) The constitution of the team of persons shall be displayed in the Tahasil office and the revenue village concerned.

(3) The team of persons shall be headed by an officer of the rank of Revenue Supervisor or equivalent grade.

(4) The team of persons constituted in the aforesaid manner shall work under the supervision and control of the Tahasildar of the concerned area.

9. Preparation of preliminary record of rights:— (1) Before the initiation of preparation of preliminary record of rights of a revenue village, an abstract of last record of rights and a plot register shall be prepared village wise in triplicate in Forms 5 and 6 respectively.

(2) The verification certificate in respect of the self declaration of land owners, shall be re-verified with reference to abstract of last record of rights and the plot register prepared under sub-rule (1).

(3) The self declaration which could not be verified by the Tahasildar due to non-availability of the relevant revenue records or due to a dispute shall be verified by the team of persons on the basis of the records available under sub-rule (1).

(4) The team of persons shall physically verify each plot of the concerned revenue village with the map made available after survey and shall make a note of all the changes in the configuration of plot and also other changes, if any. If any plot differs from the area and boundaries shown in the map, the team of persons shall ink it up in red in the map. If any plot is found sub-divided into two or more parts then a separate 'Bata Number (Division Number)' for each such part shall be given, and in such cases sub-division of plots shall be shown in broken lines. Accordingly, the map of the concerned revenue village shall be altered or corrected. The Amin shall verify cent percent plots of the revenue village and the Revenue Inspector, Revenue Supervisor, Tahasildar and Sub-Collector shall randomly verify 25%, 10%, 2% and 1% of the plots respectively.

(5) During field verification, the team of persons shall identify and demarcate lands, Government lands, lands treated as common property resources and the like and record the same in the preliminary record of rights.

(6) After the verification, the team of persons shall prepare land owner wise preliminary record of rights in Form 7 in the light of available revenue records, verification certificates of self declaration as well as actual field verification.

(7) The preliminary record of rights prepared in Form 7 shall be served on the land owners including officers concerned for the Government lands and lands treated as community property resources and simultaneously the copies of such preliminary record of rights shall be displayed at such convenient place as the Tahasildar may determine for public inspection free of charge for a period of fifteen days.

(8) Claims and objections against the entries of the preliminary record of rights may be filed in Form 8 by the land owners including the representatives of the concerned office of the Government, the Central Government and other public body within a period of fifteen days from the date of receipt of the preliminary record of rights and in case of claims and objections filed by any person, other than the landowner, after expiry of

fifteen days opened for public inspection as referred in sub-rule (7) and a receipt in token of acknowledgment for the same shall be issued to the person concerned in Form 9.

(9) Claims and objections against the entries of the preliminary record of rights received in the Tahasil office shall be maintained in a separate register in Form 10.

(10) The Director may engage private agencies in preparation of preliminary record of rights and services of the same to the land owners. The Director may also fix remuneration for the private agencies to carry out such works from time to time.

10. Disposal of claims and objections during preparation of preliminary record of rights:— (1) The Tahasildar shall issue separate notices to the parties concerned for the disposal of claims and objections in Form 11 clearly mentioning therein the place, date and time of hearing besides a brief account of the claim and objection.

(2) The parties concerned shall be provided an opportunity of being heard and adduce evidence, if any.

(3) Claims and objections shall be disposed of in a summary manner by the Tahasildar by passing a reasoned order, within a maximum period of thirty working days of filing of such claims and objections.

(4) If any of the parties does not appear even after proper service of the notice, claims and objections may be disposed of *ex parte* on the basis of available revenue records and field verification.

CHAPTER VI

PUBLICATION OF DRAFT RECORD OF RIGHTS

11. Preparation of draft record of rights:— (1) The draft record of rights shall be prepared in Form 12 stating the orders passed with respect to the claims and objections received during the preparation of preliminary record of rights against the entries of preliminary record of rights as well as the map.

(2) The draft record of rights including the map shall be attested by the Tahasildar.

12. Publication of draft record of rights:— (1) The draft record of rights including map prepared and attested respectively under sub-rules (1) and (2) of Rule 11 shall be published for a period of thirty days in the following manner :—

- (i) by displaying it on the notice board of the Tahasil office concerned;
- (ii) by displaying it at a conspicuous public place in the revenue village concerned; and
- (iii) by displaying it on the notice board of the Gram Panchayat of the revenue village concerned.

(2) The draft record of rights including the map published under sub-rule (1) of Rule 13 shall remain available in the Tahasil office for perusal of the public free of cost.

(3) The not final copy of the map shall be made available to the desirous land owners and persons having interest in the land on payment of such fee as may be fixed by the Director.

13. Filing of claims and objections against the entries in the draft record of rights:— (1) After the publication of draft record of rights under sub-rule (1) of Rule 12 the Tahasildar shall issue a public notice in Form 13 inviting claims and objections, if any, with respect to the entries of draft record of rights including the configuration of plots shown in the concerned map.

(2) The public notice shall be displayed at a conspicuous public place of the revenue village concerned, on the notice board of the Gram Panchayat Office concerned and the notice board of the Tahasil office concerned.

(3) The public notice shall clearly mention that claims and objections, if any, against the entries of draft record of rights including the map may be filed within thirty days, from the date of publication of draft record of rights, free of cost.

(4) Claims and objections against the entries in draft Record of rights, including the map, may be filed in the Tahasil office concerned by the land owner or any person having interest in the land including representatives of the concerned office of the Government, the Central Government and public body in Form 14.

(5) Claims and objections of the land owners or any other person having interest in the land received at the Tahasil office shall be maintained in a separate register in Form 15 and a receipt in token of acknowledgement for the same shall be issued to the person concerned in Form 16.

(6) A separate case record for each such claim and objection shall be opened in order of the receipt of the claims and objections.

(7) The Tahasildar shall issue separate notices to the parties concerned in Form 17 along with a brief account of claim and objection mentioning therein the place, date and time of hearing.

(8) On the date fixed, the claims and objections shall be heard and evidences, if any, shall be recorded. If necessary, the Tahasildar by informing the parties concerned may fix a date for inspection of the plot or plots either by himself or by any other officer or employee authorized by him in this behalf, to ascertain the physical possession over the plot or plots as well as the veracity of the evidences adduced during hearing. A spot memorandum may be prepared and annexed with the case record.

(9) In case any party does not appear even after giving an opportunity for appearance, of being heard and adduce evidence, if any, claims and objections may be disposed of *ex parte* on the basis of available records, documentary evidence and spot verification, if necessary.

(10) Claims and objections shall be disposed of in a summary manner by an officer not below the rank of an Additional Sub-Collector within a maximum period of sixty days from the date of filing of the claims and objections.

(11) The private agency may be engaged for preparation of draft record of rights and service of notices to the claimants and objectors and persons having interest in the land, on remuneration or rates fixed by the Director from time to time.

CHAPATER VII

RECESS

14. Recess:— (1) Orders passed with respect to claims and objections against the draft publication of record of rights shall be complied by making necessary additions or alterations from the draft record of rights including the map.

(2) The detailed comparison of village boundaries with the boundaries as shown in the last revenue village map and orders passed at different earlier stages shall be made and care shall be taken that area of plots shown in the draft record of rights matches with the area shown in the map concerned.

(3) The area of each plot and the total area of revenue village including boundaries of the revenue village in the last survey map and area of plots and the total area of revenue village and boundaries as prepared after draft publication of record of rights shall be thoroughly compared, checked and verified and on being satisfied, the Tahasildar shall pass the new area as prepared after draft publication.

(4) After passing of the area by the Tahasildar an abstract of new record of rights in Form 18 and new plot register in Form 19 shall be prepared by the Amins or licensed surveyors.

(5) The record of rights before its final publication shall be arranged according to the names of land owners alphabetically in 'Odiya'.

(6) On the basis of the abstract of new record of rights and plot register, copies of the record of rights shall be prepared in Form 20 for its final publication in quadruplicate after proper checking and comparison. A copy of such record of rights shall be made available to the concerned land owner. The second copy shall be sent to the Tahasildar for the preparation of tenants' ledger. The third copy shall be made available to the Collector. The fourth copy shall remain in the custody of the Director for preservation and future reference.

CHAPTER VIII

FINAL PUBLICATION OF RECORD OF RIGHTS

15. Final publication of record of rights:— (1) The copies of the record of rights and map finally prepared in Form 20, shall be finally published under the hand and seal of the Collector and the same shall be placed for public inspection from the date of final publication for a continuous period of thirty days in the following manner,—

- (a) by displaying it on the notice board of the Tahasil Office concerned;
- (b) by displaying it at a conspicuous public place of the village concerned;
and
- (c) by displaying it on the notice board of Gram Panchayat of the revenue village concerned.

(2) Any land owner or any person who has an interest in land may file claims and objections against the entries of finally published record of rights including the map within three months from the date of final publication under sub-section (2) of Section 11 of the Act before the Additional District Magistrate in Form 21.

(3) The Additional District Magistrate shall issue notices in Form 22 containing therein a brief account of claims and objections to the parties concerned for the disposal of claims and objections.

(4) The place, date and time of the hearing shall be clearly mentioned in the aforesaid notice. The parties concerned shall be provided an opportunity for appearance, hearing and adducing evidence, if any.

(5) In case any of the parties does not appear even after giving an opportunity for appearance, hearing and adducing evidence, if any, claims and objections may be disposed of *ex parte* on the basis of available records and documentary evidence and spot enquiry, if required.

(6) Claims and objections shall be disposed of in a summary manner by the Additional District Magistrate within a maximum period of three months from the receipt of the same.

16. Presumption as to the final publication and correctness of record of rights:— (1) The Government may, by notification, declare with regard to any specified area or village that record of rights has been finally published and such notification shall be conclusive evidence of such publication.

(2) Any record of rights prepared and finally published under this chapter or a certified copy thereof or extract therefrom shall be conclusive evidence of such publication.

(3) Every entry in a record of rights so published, shall be evidence of the matter referred to in such entry and shall be presumed to be correct until it is proved by evidence to be incorrect:

Provided that, if any entry in a record of rights is altered in a subsequent record of rights, the later entry shall be presumed to be correct until it is proved by evidence to be incorrect, but the previous entry shall be admissible as evidence of the facts existing at the time when such entry was made.

17. Maintenance of final record of rights:— Hard and soft copies of the final record of rights including the map shall be duly maintained and its copies shall be made available to desirous applicants on payment of fees, as fixed from time to time, by the Director.

CHAPTER IX

LICENSED SURVEYOR

18. Grant of license to the surveyor:— (1) With a view to obtaining applications from persons desirous of getting a license, the Director shall prepare an advertisement and cause it to be published through the website of the Department of Information and

Public Relations and the Department of Revenue & Disaster Management. Besides other facts, age limit, educational, technical qualifications, experience, the licensed surveyors' functions and duties, fees and remuneration and other conditions shall be incorporated in the aforesaid advertisement.

(2) The Director after due scrutiny and appraisal shall grant license to eligible persons and shall send the list to Collectors, as and when required, for use as per the guidelines to be issued in this regard by the Government.

19. Work and remuneration of licensed surveyors:— (1) In order to obtain the services of the licensed surveyors, private individuals may deposit fees, as fixed from time to time, by the Director along with an application in the Tahasil office concerned. The Director will determine the amount to be deducted out of the aforesaid fees as incidental expenses incurred in the Tahasil office concerned.

(2) The licensed surveyors shall be paid remuneration as fixed from time to time by the Director for carrying out work assigned to them by any Government Department, requisitioning body relating to land acquisition or any public body.

(3) In case the licensed surveyors are assigned work pertaining to the preparation of maps and record of rights during survey and settlement operations or updating of the record of rights and the like, they shall be paid remuneration as fixed by the Director from time to time.

20. Cancellation of licence of a licensed surveyor:— The Director may cancel the license of a licensed surveyor either *suo motu* or on the recommendation of the Collector on any of the following reasons,—

- (a) if he is not committed to his work;
- (b) if he is found using intoxicating drugs or in an inebriated condition at work place;
- (c) if he is attached to a political party or takes part in political activities;
- (d) if he is found guilty of immoral conduct or financial irregularity;
- (e) any such conduct, which is contrary to the code of conduct applicable to a public servant; and
- (f) if he is found technically unfit:

Provided that no order of cancellation shall be made unless the licensed surveyor has been given an opportunity of being heard.

CHAPTER X**TECHNICAL GUIDELINES**

21. Preparation of technical guidelines:— (1) The Director may, with the approval of the Board of Revenue issue, technical guidelines to carry out the purposes of the Act not inconsistent with the provisions of the Act.

(2) The said technical guidelines may include, besides other things, prevalent method of survey by modern technology, works to be done during different stages of survey and settlement operations, the manner of maintenance and making available the record of rights and map of a revenue village in digital form to interested persons under section 14 and the technical aspects of the work of the licensed surveyors under section 16 of the Act.

By Order of the Governor

Dr. TARADATT

Principal Secretary to Government

FORM 1

[See Rule 5 (1)]

FORM OF PROCLAMATION

All the Land owners / persons having interest in the land including the custodian of Government land of Revenue Village:-.....Thana No.:-.....Tahasil:-..... District:-..... are hereby informed that the undersigned or any person authorized or deputed by the undersigned may enter upon your land to identify and demarcate the village boundary as well as its parcels of land. You are directed to co-operate with them in examining/measuring the land as well as cutting down or removing trees, fences, standing crops or other such obstructions, as may be necessary for the purpose of survey and not to put any hurdle/hindrance in discharge of their duties.

You are further directed to demarcate the boundaries of your land/parcels of land by erecting pillars/ mounds of earth at all bends and corners of their boundary.

Date.....**Tahasildar.....**

FORM 2

[See Rule 6(1)]

FORM FOR SELF DECLARATION OF LANDS OWNED/HELD BY LAND OWNERS

Revenue Village:-.....Thana No.:-.....Tahasil:-..... Police Station:-.....District:-.....

Name of the land owner (Including name of co- sharers according to share, if any) & Father's name	Permanent address	Details of lands owned/held						Jamabandi No.	Basis of claim over the land such as succession/ gift purchase/ settlement/ others	Remarks, if any.
		Khata No.	Plot No.	Area A. D.	Boundary	Classification of Land	Rent/ Cess.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

I/We declare that the entries made in self-declaration are true to my/our knowledge. In case of any wrong entry in self-declaration, I/We shall be held liable for the same.

Note: This form shall be submitted in duplicate. One copy shall be made over to the petitioner in token of receipt after initialling and putting date and serial no. of the petition by the receiving officer/employee.

Place:-.....

Date:-.....

Signature/Thumb impression
of the land owner.

FORM 3

(See Rule 6(6))

FORM FOR VERIFICATION CERTIFICATE ISSUED AGAINST SELF-DECLARATION.

(For Official use only)

Revenue Village:-.....Thana No.:-.....Tahasil:-..... District:-

Name of the land owner	Serial No. of self-declaration submitted by the land owner	Details of land				Classification of Land	Jamabandi No.	Rent / Cess.	Entries of land found correct			Remarks, if any.
		Khata No.	Plot No.	Area A. D.	Boundary				Khata No.	Plot No.	Area A. D.	
(1)	(2)	(3)				(4)	(5)	(6)	(7)			(8)

Signature of
Record KeeperSignature of
Revenue InspectorSignature of
Tahasildar.

FORM 4

[See Sub-Rule 6(7)]

FORM FOR REGISTER OF UN-VERIFIED/DISPUTED LANDS.

(For Official use only)

Revenue Village:-.....Thana No.:-.....Tahasil:-.....District:-

Name of the land owner	Serial No. of self- declaration submitted by the land owner	Details of land				Classification of Land	Jamabandi No. (if any)	Brief reasons for non verification	Remarks
		Khata No.	Plot No.	Area A. D.	Boundary				
(1)	(2)			(3)		(4)	(5)	(6)	(7)

Signature of
Record KeeperSignature of
Revenue InspectorSignature of
Tahasildar

FORM 5

[See Rule 9(1)]

ABSTRACT OF RECORD OF RIGHTS

Revenue village:-.....Thana No.:-..... Tahasil:-.....District:-.....

Sl. No.	Name of the land owner father's/ husband's name & address	Serial No. of record of rights	Plot No.	Area				Rent / Cess	Remarks
				Cultivated	Uncultivated	Others	Total		
(1)	(2)	(3)	(4)	(5)				(6)	(7)

Signature of
AminSignature of
Revenue SupervisorSignature of
Tahasildar.

FORM 6

[See Rule 9(1)]

FORM OF PLOT REGISTER

Village:-.....Thana No.:-..... Tahasil:-.....District:-.....

Plot No. (1)	Name of the land owner, father's/ husband's name, caste, address (2)	Khata No. (3)	Area A. D. (4)	Boundary (5)	Classification of Land (6)	Area Under Crop					Rent / Cess (8)	Remarks (9)
						Kharif	Rabbi	Other crop	Cultivable	Uncultivable		
						(7)						

Signature of Amin/
Licensed SurveyorSignature of
Revenue InspectorSignature of
Tahasildar.

FORM 7

[See Rule 9(6)]

FORM OF PRELIMINARY RECORD OF RIGHTS

Revenue Village:-.....Thana No.:-.....Tahasil:-.....District:-.....

Name of the land owner/ Land lord, father's/husband's name, caste & address(In case more than one land owner their names & share) (1)	Khata No.		Plot No.		Area		Boundary	Classification of Lands	Rent / Cess	Basis for entry in the revenue records like succession/gift/purchase/ exchange/ others	Remarks
	Old	New	Old	New	A.	D.					
	(2)		(3)		(4)		(5)	(6)	(7)	(8)	(9)

**Seal and Signature of
Tahasildar.**

FORM 8

[See Rule 9(8)]

FORM OF CLAIMS/OBJECTIONS AND FORM OF ACKNOWLEDGEMENT OF CLAIMS/OBJECTIONS.

1. Name, Father's/Husband's name and full address of the claimant/objector:-
2. Name, Father's/Husband's name and full address of the opposite party:-
3. Details of disputed lands:-
Revenue Village:-.....Thana No.:.....Khata:-.....Plot:-.....Area:-.....
4. Gist of claim/objection:-
5. Relief sought:-

**Signature/Thumb impression of the
claimant/objector.....**

FORM 9

[See Rule 9(8)]

Sl. No..... Date..... Name of the claimant/objector.....

**Signature of the Receiving
Officer / Employee.**

Note:-Portion below the line shall be torn and made over to the claimant/objector as token of receipt of the claim/objection petition.

FORM 10

[See Rule 9 (9)]

FORM OF REGISTER OF CLAIMS/OBJECTIONS.

Revenue Village:-.....Thana No.:-.....Tahasil:-.....District:-.....

[illegible]

FORM 11

[See Rule 10 (1)]

FORM OF NOTICE

Shri/Smt.Son/ Daughter/ Wife of Shri.....resident of village.....

Post Office.....Thana.....Tahasil.....District.....is hereby informed that hearing with respect to claims / objections filed on.....(date), the details of which are given below, has been fixed on date.....A.M./P.M. at.....(Place).

Details of claim/objection

Case No. and date of filing	Name of the claimant/ objector along with, father's/ husband's name & address	Details of land						Gist of claims/ objections
		Name of revenue village	Thana No.	Khata No.	Plot No..	Area A. D.	Boundaries	
(1)	(2)			(3)				(4)

You are directed to appear personally or through your authorized agent on the date, time and place fixed with evidence, if any, in support of your claim/objection.

If you do not appear of the date, time and place fixed for hearing, the case may be disposed off *ex parte* on the basis of available records.

Seal and Signature of Tahasildar.

FORM 12

[See Rule 11 (1)]

FORM OF DRAFT RECORD OF RIGHTS

Revenue Village:-.....Thana No.:-..... P.S.Tahasil:-..... District.....

All land owners/ persons having interest in any land of revenue village..... Thana No.....,the details of which are given below, are informed that the draft record of rights with respect to land of Revenue Village.....

Thana No.is hereby published:—

Sl. No. of the khatian	Khata No.	Name of the land owner (in case of share held by more than one land owner share wise name of land owner), father's/ husband's name, caste and residence	Plot No.	Area		Boundary	Classification of Lands	Cultivable area under crop			Uncultivable	Rent / Cess	Remarks
				A.	D.			Kharif	Rabbi	others			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)			

The draft record of rights shall remain published till.....(date),You are requested to peruse the draft record of rights with regard to your land or in land on which you have any subsisting interest.

Seal and Signature of Tahasildar

FORM 13

[See Rule 13 (1)]

**FORM OF NOTICE INVITING CLAIMS/OBJECTIONS DURING PUBLICATION OF
THE DRAFT RECORD OF RIGHTS.**

Notice to:- All concerned persons of Revenue Village:-.....Thana No.:-.....Tahasil:-.....

District:-.....

It is hereby informed that the draft record of rights including map of Revenue Village.....Thana
No.....Tahasil.....District.....has been prepared and is being published
from..... to..... During this period, it shall remain available to all land owners and concerned persons for
inspection, free of cost. During the aforesaid period, claim/objection petition with respect to entry in and omission from the draft
record of rights may be filed and the same shall be received in the Tahasil Office.

Place:-

Date:-

**Seal and Signature of
Tahasildar.**

FORM 14

[See Rule 13 (4)]

FORM OF FILING CLAIMS/OBJECTION

6. Name, father's/husband's name and full address of the claimant/objector:-
7. Name, father's/husband's name and full address of the opposite party:-
8. Details of disputed lands:-
Revenue Village:-.....Thana No:-.....Khata:-.....Plot :-.....Area:-.....
9. Gist of claim/objection:-
10. Relief sought:-

Signature/Thumb impression of the
claimant/objector.....

FORM 16

[See Rule 13 (5)]

FORM OF ACKNOWLEDGEMENT OF CLAIMS/OBJECTIONS.

Sl.No.Date.....Name of the claimant/objector.....

**Signature of the Receiving
Officer/Employee.**

Note: -Portion below the line shall be torn and made over to the claimant/objector as token of receipt of the Claim/objection petition.

**FORM OF REGISTER OF CLAIMS/OBJECTIONS FILED DURING
DRAFT PUBLICATION OF RECORD OF RIGHTS.**

Sl. No.	Case No. and date of filing	Name of the claimant/objector, father's/husband's name and full address	Name of respondent father's/husband's name and full address	Details of disputed land						Date of hearing	Gist of the order	Date of correction according to order, if required	Initial of the officer
				Tahasil	Revenue village	Thana No.	Khata No.	Plot No.	Area				
(1)	(2)	(3)	(4)	(5)						(6)	(7)	(8)	(9)

FORM 17

[See Rule 13(7)]

**FORM OF NOTICE TO PARTIES FOR HEARING OF CLAIMS/OBJECTIONS FILED
DURING DRAFT PUBLICATION OF RECORD OF RIGHTS.**

Shri/Smt.....Son/Daughter/Wife of Shri.....Resident of
Village.....Post Office.....Thana.....Tahasil.....District.....is hereby informed that
hearing with regard to claims/objection filed on(date), the details of which are given below, has been fixed on
.....A.M./P.M.....at.....(place).

Case No.	Date of filing	Parties involved	Details of land						Gist of claims/ objection
			Revenue Village	Thana No.	Khata No.	Plot No.	Area A. D.	Boundaries	
(1)	(2)	(3)			(4)				(5)

You are directed to appear personally or through your authorized agent on the date, time and place fixed for hearing along with evidences in support of your claim/objection, failing which, the case may be disposed of *ex parte* on the basis of the available records.

Seal and Signature of Tahasildar

FORM 18

[See Rule 14 (4)]

FORM OF ABSTRACT OF NEW RECORD OF RIGHTS

Revenue Village:-.....Thana No.-Tahasil:-.....District:-.....

Sl. No.	Old Khata No.	New Khata No.	Name of old land owner	Name of new land owner	New Plot No.	Area				Rent / Cess	Remarks
						Cultivable	Uncultivable	Others	Total		
(1)	(2)	(3)	(4)	(5)	(6)	(7)				(8)	(9)

Seal and Signature of Tahasildar.

FORM 19

[See Rule 14 (4)]

FORM OF NEW PLOT REGISTER

Revenue Village:-.....Thana No.:-Tahasil:-.....District:-.....

Sl. No.	Old Plot No.	New Plot No.	Old Khata No.	New Khata No.	Old Area A. D.	New Area A. D.	Old boundary	New boundary	Name of old land owner	Name of new land owner	Area under Crop					Rent / Cess	Remarks
											Kharif	Rabbi	Other crops	Cultivable	Uncultivable		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)					(13)	(14)

Signature of Amin/
Licensed Surveyor

Signature of
Revenue Inspector

Signature of
Tahasildar

FORM 20

[See Rule 14 (6)]

FORM FOR FINAL PUBLICATION OF RECORD OF RIGHTS

All the land owners /persons having interest in any land of revenue village.....Thana No.....are hereby informed that final record of rights in respect of the land of the Revenue Village.....Thana No. the description of which are given below, is being published.

Revenue Village:-.....Thana No.:-.....P.S.....Tahasil:-.....District.....

Sl. No. of the record of rights	Khata No.	Name of the land owners (in case of share held by more than one land owner share wise name of land owner), father's name, caste and residence	Plot No.	Area		Boundary	Classification of Land	Cultivable area under crop			Uncultivable	Rent / Cess	Remarks
				B.	D.			Kharif	Rabbi	others			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)			

The final record of rights shall remain published till..... (date). You are requested to peruse the final record of rights during this period.

Date:

**Seal and Signature of the
Collector of the District**

FORM 21

[See Rule 15 (2)]

**FORM FOR FILING CLAIMS/ OBJECTIONS AFTER THE
FINAL PUBLICATION OF RECORD OF RIGHTS.**

1. Name, father's/husband's name and full address of the claimant/objector:-
2. Name, father's/husband's name and full address of the opposite party:-
3. Details of disputed lands:-

Revenue Village:-.....Thana No.:-.....Khata:-.....Plot:-.....Area:-.....

4. Gist of claim/objection:-
5. Relief sought:-

Date:-.....

**Signature/Thumb impression
of the claimant/objector**

FORM 22

[See Rule 15 (3)]

**FORM OF NOTICE TO PARTIES FOR HEARING OF CLAIMS/OBJECTIONS
FILED AFTER FINAL PUBLICATION OF RECORD OF RIGHTS**

Sri/Smt.....Son/ Daughter/ Wife of Sri.....Resident of
Village.....Post Office.....Thana.....Tahasil.....District..... is
hereby informed that hearing with regard to claim/objection filed on(date), the details of which are given below, has been
fixed onat.....A.M./P.M.....(place).

Case No.	Date of filing	Parties involved	Details of Land						Gist of claim/ objection
			Revenue village	Thana No.	Khata No.	Plot No.	Area A. D.	Boundaries	
(1)	(2)	(3)	(4)						(5)

You are directed to appear personally or through your authorized agent on the date, time and place fixed for hearing along with evidence in support of your claim/objection, failing which the case may be disposed of *ex parte* on the basis of available records.

**Seal and Signature of the
Additional District Magistrate**